



Reimbursement Checklist

NFIP Agent Co-Op Program

Use this checklist as you prepare to submit your documentation for reimbursement.

Newspaper

For reimbursement, include the following:

- ☐ Tear sheet with publication date and location (copies accepted)
- ☐ Original invoice (must include rates, run dates and times)
- ☐ Signed and dated Agent Co-Op Program Financial Pre-Approval Form - Agent
- ☐ FloodSmart Training certification, if requesting FloodSmart Agent increased reimbursement level
- ☐ Co-Op Payment Form

Magazine

For reimbursement, include the following:

- ☐ Tear sheet with publication date and location (copies accepted)
- ☐ Original invoice (must include rates, insertion dates and ad size run)
- ☐ Signed and dated Agent Co-Op Program Financial Pre-Approval Form - Agent
- ☐ FloodSmart Training certification, if requesting FloodSmart Agent increased reimbursement level
- ☐ Co-Op Payment Form

Radio

For radio advertising reimbursement, include the following:

- ☐ Original invoice (must include rates, run dates and times)
- ☐ A notarized certification of the run dates and times
- ☐ Signed and dated Agent Co-Op Program Financial Pre-Approval Form - Agent
- ☐ FloodSmart Training certification, if requesting FloodSmart Agent increased reimbursement level
- ☐ Co-Op Payment Form

Yellow Pages

For yellow pages reimbursement, include the following:

- ☐ Tear sheet with publication date and location (copies accepted)
- ☐ Original invoice (must include rates and publication dates)
- ☐ Signed and dated Agent Co-Op Program Financial Pre-Approval Form - Agent
- ☐ FloodSmart Training certification, if requesting FloodSmart Agent increased reimbursement level
- ☐ Co-Op Payment Form

Remittance Information

Send materials indicated to:

NFIP Agent Co-Op Program Administrator
J. Walter Thompson
10 Glenlake Parkway
North Tower, 4th Floor
Atlanta, GA 30328